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Department of Water Resources  
Eastern Region

# Annual Water District Meeting Checklist

Water district annual meetings must address certain topics. The checklist below will help ensure each water district is addressing the necessary topics during the annual meeting. Please return this completed checklist to the appropriate IDWR regional office along with the adopted budget, resolutions, and annual meeting minutes.

Water District Number and Name:

BN Mink Creek

Meeting Date, Time and Location:

March 6, 2023 11:00 Am Preston City Office

- Election of meeting chairman and secretary (*chairman facilitates meeting and secretary must record meeting minutes and submit to IDWR within 5 business days following the meeting*)
- Read and approve previous year annual meeting minutes
- Watermaster report and presentation of proposed budget
- Treasurer financial report
- Adopt budget (*must be submitted to IDWR immediately following the meeting*)
- Elect watermaster\*
- ~~NA~~  Elect assistant watermaster(s)\* (optional) *NA*
- Elect water district treasurer\* *Assessment levied & collected by Franklin County Treasurer*
- ~~NA~~  Select an advisory committee (optional) *NA*
- ~~NA~~  Adopt resolutions (*must be submitted to IDWR immediately following the meeting*) *NA*
- Determine next year's meeting date, time and location

Date March 4<sup>th</sup> 2024 Time 11:00 Am Location Preston City Hall

\* An oath is required before the first year of service.

By signing below I verify that all required actions have been addressed at the water district annual meeting.

Completed by:

Shozalyn Bayler / Secretary  
Water District Representative / Title

March 6, 2023  
Date

Water District 13N  
Annual Meeting  
March 6, 2023

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The water district met at 11:00 am in Preston, Idaho. The meeting was called to order by Richard Free with the following present: President Richard Free from 13N, Secretary Sheralyn Bayles 13N, Watermaster Reed Swann 13N, Hank Povey, Andrew Beutler, Allan Swainston, and Jason Fellows from Twin Lakes, Robert Swainston, Lyle Porter, Terry Westerberg, Maxine Waddnips, and Brian Jensen from Consolidated Irrigation company, Bret Rasmussen from Glencoe Irrigation Co, Clare Christensen from Strawberry Mink Creek, Paul McKay and Robert P Smith from Riverdale Canal Co.

The minutes of March 7, 2022 were read. Robert Swainston made a motion to approve the minutes and Lyle Porter seconded it. The motion passed.

Mr. Free said he was surprised no one from IDWR is here today as he wanted to ask about Adjudication. Hank talked to the gentleman in charge of Adjudication in the Bear River Basin. They will be starting in Bear Lake then moving to our area.

The budget was read, watermasters salary \$3,000.00, Workers Comp. insurance \$402.00, and Franklin County Collection Fee of \$103.00 a total of \$3,505.00. A stockholder asked if we should raise the watermasters salary to help pay for gas. Lyle Porter agreed. Mr. Free said it has stayed the same for the last 10 years. Robert Swainston suggested keeping the wage the same but paying mileage. Mr. Free said this would be difficult because we must have the budget approved in advance. Reed said he is driving 25-30 miles a week on his 4-wheeler. He tries to go upstream every other day. A stockholder asked what a 10% raise would be? That would be a \$300 raise. Robert suggested we should raise the wage \$500. It was moved and seconded to increase the wage by \$1000 to pay Reed \$4000 for the 2023 season. Motion passed unanimously.

A motion was made to accept the budget, Allan Swainston seconded it. The motion passed.

Nominations were open for officers for the coming year. It was moved to keep Richard Free as President, Reed Swan as Watermaster, and add Sheralyn Bayles as Secretary. Allan Swainston seconded it. The motion passed.

President Free asked for a motion for the assessment to be levied and collected by the Franklin County Treasurer prior to the irrigation season. A motion was made and Robert Smith seconded it. The motion passed.

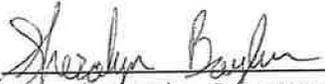
Mr. Free opened the floor to discussion and concerns about the ditch. Reed said Birch Creek ditch may need some repair but no one from their board came today. A lot of stock rights will be taken care of during adjudication.

Clair asked about snowpack compared to other years. Andrew Beutler looked up today's report and we are about 151%. Sheralyn said March 2<sup>nd</sup> 2022 we were at 91% and 11.3 inches but we are at 22.7 inches on Feb 22<sup>nd</sup> 2023. A stockholder asked what we are going to do with all the water. Mr. Free said we need it to melt slowly.

A stockholder asked about the Barbra pump or Mink Creek Canyon LLC. They did not use water last year.

It was moved to keep next year's meeting on the 1st Monday, March 4th at 11:00 am. Clare Christensen seconded, and it passed unanimously.

Lyle Porter made a motion to dismiss the meeting. A stockholder seconded it. The meeting adjourned.

  
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Sheralyn Bayles, Secretary

  
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Richard Free, President